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**Army Golf**

**Association**

**Safety Management Plan (SMP) 2021**

***“Driving safety Tee to Green”***

**Foreword - Army Golf Association (AGA)**

**Chairman**

As Chairman of the AGA I have a strong commitment to Safety, as do all the members of the AGA Executive Committee (EC). Drawing from best practice laid down in JSP 815 we have captured our approach to the management of Safety into this one document - The AGA’s Safety Management Plan - which aligns with safety management direction provided by HQ ASCB. I will ensure that this document is regularly reviewed and updated; by making sure it is kept up to date, and ‘readable’, I want everybody involved in Army Golf to become increasingly familiar with it. We can try to improve safety by producing more rules, but unless we truly understand, and believe, the principles - ‘the culture’ - we will limit our progress. That is why this document has been written to appeal to the widest possible audience – its message of ‘Safety Culture’ applies to everybody.

Brigadier Mark Pullan MBE

Electronically Signed

18 Mar 2021

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**Record of Amendments**

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| **Version** | **Section** | **Detail of Amendment** |
| Ver 1.0  Initial release | All | 1. Incorporated all extant Risk Assessments in SMP. 2. All assessments reviewed by Chairman and review dates and ALARP statement amended. |
| Ver 2.0 | All | 1. General review and COVID-19 update. |
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**AGA Safety Management Plan**

1. **Introduction**.To achieve the Secretary of State’s policy outlined in JSP 815 werequire a Safety Management Plan (SMP); put simply, the SMP is the Army Golf Association’s approach to Safety, in terms of Policy, Organization, Activities and Performance measurement. It applies to all AGA members - safety is everyone’s responsibility and this SMP is our way of communicating how the duty of care responsibilities are carried out.
2. **Scope of Sporting Activity**. The AGA SMP has been formulated to define theHealth and Safety (H&S) responsibilities and actions of all Service personnel organising and participating in competitive or development golf activities under the auspices of the AGA. The SMP is designed to be a living document and contains all of the generic/specific risk assessments. The SMP will apply to all those who are involved in the delivery of AGA activity1; it is not limited to Army organising staff, but applies to all serving Army personnel, foreign nationals, civilian employees and contractors involved in AGA activities.
3. **Out-of-Scope**. The AGA SMP does not reflect the conduct of other sporting/team building activities undertaken by personnel unless specifically referenced within this plan. It does not reflect the safety management of sport conducted at unit-level (although the SMP will be available to ALL Unit Golf Officers to avoid duplication of effort and to promote a common approach).
4. **SMS Interaction**. The AGA SMP interacts with the Army Sport Control Board (ASCB) Direction on Sport SMS**.**
5. **Tolerable and ALARP Statement**. The Chairman of the AGA made thedeclaration at the ECM on 18 Mar 21 that all health and safety risks are at least tolerable and As Low As Reasonably Practicable (ALARP). Tolerable, for AGA Golf, being defined as having an overall Risk Rating of Low. Further guidance can be found within JSP 375, Pt 2 Vol1, Ch 40 or ACSO 1200.
6. **Compliance with Health and Safety at Work and National Governing Body (NGB) regulations**. The AGA will comply with the Health and Safety at Work Act 1974(HSAW) through the duty of care principles of JSP 815 and using the guidelines in JSP 375. In addition, the AGA will comply the rules and regulations set out by the National Governing Standard, The Royal & Ancient Golf Club, St Andrews.
7. **Responsible Person**. The Director ASCB has appointed the Chairman of the AGA as the Responsible Person (RP) for the safe conduct of Golf.
8. **Sports Safety Assurance.** The AGA will conduct 1stparty sports safetyassurance by completing the AGA Sports Assurance Self-Assessment Questionnaire as shown at Annex A on at least an annual basis, or as directed by the Director ASCB. The Self-Assessment Questionnaire will be reviewed annually through an ECM.
9. **NGB Insurance/Liability**. This does not interact with the Armed Forces Compensation Scheme. All personnel (military and civilian) participating in AGA events are strongly advised to have public liability insurance cover through the public liability insurance arrangements.
10. **Managing Risk**. To manage risks within Army Golf the following three levels of RiskAssessment will take place:
    1. **Generic**. In accordance with the process mandated by Director ASCB the AGA uses the 4x4 Hazard Risk Matrix to capture risks. Any generic risks (i.e. H&S related) associated with playing Army golf will be included alongside specific risks in Annex B.
    2. **Site Specific**. For AGA events and related activities the Specific risks highlighted at Annex B will apply. ‘Away’ fixtures and Overseas Visits are also subject to these specific risks as well being subject to Dynamic level risk assessments as outlined in para 10.c.
    3. **Dynamic**. Although Army Golf is a low risk sporting activity there will beoccasions when environment/weather conditions will need to be taken in consideration. An AGA Daily Risk Assessment Proforma at Annex C (JSP 419) is used at all events to record a Dynamic risk assessment that supplements the existing Army Golf Risk Assessments described at para b. On such occasions, information regarding adverse conditions will be obtained by the event organiser from the local subject matter experts i.e. Golf Club Secretary/Course Marshall.
11. Generic Risk Assessments and templates for Dynamic Risk Assessment as well as the associated *Actions on* IAW the Emergency Plan are contained within the Annexes of this SMP.
12. For the full list of ‘MOD Form 5000 Series Health and Safety’ forms please follow the link:

<http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP375HealthandSafetyForms.aspx>

1. It is a legal requirement to conduct a risk assessment for work-related activities (including sport). The degree of rigour applied by a manager to risk assess an activity is to be proportionate to the consequences of failure; to put that into context, the degree of risk in managing a coaching session on a driving range is less than the organisation and management of an overseas golf training camp where dynamic risk assessments are likely to be proportional in size and detail to the residual risk. Five steps are applied to ensure effective assessment and management:
2. **The hazards that may affect the activity (e.g. natural hazards such as weather) and are inherent within the activity are identified**. This hazardidentification is undertaken as part of the Generic/Specific Risk Assessment activity. In addition, a Dynamic risk (sometimes termed ‘daily’) assessment is completed by the event organiser, which more accurately records the personnel involved in the activity and the hazards specific to the activity on that particular day.
3. **Those who might be harmed, and the degree of harm, are identified**. Againthe personnel likely to be involved and the degree of harm they are likely to sustain is articulated within the generic AGA risk assessments.
4. **The identified hazards are assessed for their severity and likelihood, H&S risks are evaluated and controls and mitigations are developed that reduce safety risks ALARP**. Evaluation of the risk to life is undertaken within the venuespecific risk assessments and the mitigations put in place are recorded in the AGA specific risk assessments. In terms of Army Golf activity, no risk to life above that tolerable by the Responsible Person is permissible2.
5. **The result is recorded (as necessary) and implemented**. The whole processis recorded in the 3 levels of AGA Risk Assessments; the generic risk assessment, the specific risk assessment and the dynamic risk assessment. The completed generic and specific risk assessments are included as annexes to this SMP. Dynamic risk assessments are to be retained for a period of 24 months following the specific activity; the process for recording dynamic risk assessments is described in para 10.c.
6. **The assessment is reviewed: in particular controls and mitigations are monitored to determine their continuing effectiveness**. All AGA riskassessments are reviewed annually and a record of the review recorded on the risk assessments shown at Annex B to this SMP. Risk assessments will also be reviewed on the appointment of a new AGA Chairman.

**Army Golf Safety Management Responsibilities**

1. **Chairman**. As the Responsible Person, the Chairman of Army Golf is responsible forthe formulation and management of the AGA SMP. Specifically he is to:
   1. Ensure that all personnel involved in the organisation, management and participation of Army Golf sponsored events conform to the HSAW and the AGA SMP.
   2. Not permit any activity to take place that is graded very high risk. In such circumstances any risk assessment is, in the first instance, to be reviewed by the DDH and recommendations made to HQ ASCB regarding whether the risk associated with continuing with the activity has been reduced to ALARP and the risk tolerated by HQ ASCB.
   3. Ensure a review of all dynamic risk assessments and post-accident reporting is undertaken at least annually.
2. **Event Organiser**. Prior to any activity taking place at the championship/event theEvent Organiser is to:
   1. Complete a dynamic risk assessment for each day of activity using the framework at Annex B. Low Risk is the highest level tolerable by event organisers; where Medium or High Risk is identified, the authority of the AGA Chairman or Senior Representative present is to be sought prior to the activity taking place, who will ensure that the activity is commensurate with the level of risk that the Director ASCB has previously accepted. Very High risk is not tolerable. Completed dynamic risk assessments are to be retained for a period of 24 months by the AGA and where possible on Defence Connect.
   2. Check that each host Golf Club has a Health & Safety policy in place for its visitors and that a written brief covering possible dangers which may be encountered either in the Clubhouse or on the course will be available to players upon arrival at registration before commencement of play. This will be published on the event notice board daily.
   3. Brief all participants, as required, in relation to the hazards identified in the dynamic risk assessment compilation. Daily changes will be published on the event notice board.
   4. Ensure all personnel involved in the activity are members of the AGA and are covered through their own personal liability insurance.
   5. Ensure communications are available for contact with emergency services and basic first aid equipment is available at the venue.
3. **Accident/Incident Reporting.** In the event of an accident/incident leading to injury ofa participant or a member of the public as a consequence of the Army Golf activity the event organiser is to ensure post-accident reporting is undertaken on the form 510 and the appropriate follow up action is undertaken thereafter.

Reporting System, notifying the Secretary AGA and the Sports Safety and Assurance Officer ASCB. The Sec AGA will conduct regular reviews to analyse trends across Golf. The Executive Committee will review at least annually all reported accident/incidents to make sure control measures to hazards remain effective. A blank F7454 is available at Annex F and any questions relating to this process should be directed to the Sport and Safety Assurance Officer ASCB.

1. **Golf Coaches/leaders**. All personnel acting in a coaching or leadership capacityeither on or off the golf course are to ensure that the measures in Para 6 have been implemented and are to confirm with the event organiser that they are content with the dynamic risk assessment.
2. **Individuals/Competitors.** Competitors at AGA organised competitions andindividuals participating in Army Golf coaching and development events have a responsibility towards the maintenance of their own personal safety and that of their fellow athletes and the general public. Although steps will be taken by event organisers to mitigate the associated risk there will always remain a residual risk to life or serious injury. Specifically individuals are to comply with the following:
   1. **Personal Fitness and Medical Conditions**. Personnel with pre-existinginjuries or medical conditions that may impact on their ability to participate safely during the Army Golf event are to declare the condition to the event organiser. Specifically, those personnel prone to seizures or epilepsy are not to participate in Army Golf activity unless they have declared their condition to the event organiser.
   2. **Insurance.** All participants at AGA eventsare advised to hold 3rd party personal liability insurance. This requirement is highlighted in the calling notice for all AGA competitions and events, and by signing the Participants Declaration shown at Annex E, personnel confirm that they hold 3rd party liability insurance through a privately arranged policy.
   3. **Personal Equipment**. All equipment and clothing worn by Army Golfcompetitors is classed as personal equipment regardless of whether the AGA supplied it originally or not. Personnel are responsible for ensuring that personal equipment is fit for purpose and that the appropriate attire (golf shoes etc.) is worn. It is a personal responsibility to ensure that personal equipment is fit for purpose and cleaned on a regular basis.
   4. **Climatic Illness**. All players are to be aware of the risk of Climatic Illness andshould take all necessary precautions to protect themselves in both hot and cold playing conditions. This will include, but is not limited to, the provision of suitable amounts of liquid refreshments, suitable cold/wet/hot weather attire including hats, long sleeved clothing and the application of sun screen. Further detailed advice can be found in JSP 539.
   5. **Driving**. All players are to ensure that MT Driver Duty Hours are not exceededeither in travelling to or from the Golf Club and, if necessary, players are to book local military accommodation to avoid non-compliance with duty hours regulations.
3. **Amendment Process**. All generic/specific risk assessments will be reviewed at leastevery year by the Sec AGA. The risk assessments will also to be reviewed on appointment of a new Chairman. Amendments will be forwarded in the first instance to the AGA Chairman. The AGA SMP will also be reviewed annually.

1 Only Army Golf Association approved and facilitated events supported by a calling notice issued by the Army Golf Association or one of its Regional or Corps Secretary/Organisers

2 Any events that may encounter higher risks are to be discussed with the Sports Safety and Assurance Officer ASCB and AGA Chairman or Secretary during the planning phase.

ANNEX A to

AGA SMP V2.0

Dated 18 Mar 2021

**Army Golf Association Sports Assurance Self-**

**Assessment Questionnaire**

Name of Sport: **Army Golf**

Name of Assessor: **Lt Col (Retd) Anthony Jackson (Sport, Safety and Assurance Officer)**

Date of Assessment: **09 Jul 2020**

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| **Section** | **Y/N** | **Comments** |
| **POLICY** | | |
| Does the Association have a SMP that complies with ASCB Direction?  And does it reflect the Association’s Activity?  Is the SMP effective? | Y | The SMP has so far proven to be effective but it will take time for all elements of the plan to be fully embedded into Army Golf. |
| Do members know how to access the SMP, including Risk Assessments? | Y | A link to the SMP can be accessed by all members via the AGA website. The Risk Assessments can be found at Annex B of the SMP. |
| Are safety positions within the committee filled? | Y | The AGA Chairman is the nominated RP and his Tournament Director or the Event Organiser takes on the responsibilities of a Safety Manager. |
| Are safety matters discussed at  committee meetings such as  ECMs? Is this frequent enough? | Y | Through briefing at Exec Meetings and regular communication between meetings. |
| **RESPONSIBILITIES** | | |
| Does the Chairman have a valid  and current Letter of Authority from the ASCB? | Y |  |
| Do Committee members have any  specific safety responsibilities within their TORs? Is this a sufficient number of committee members?  When were their TORs last reviewed? | Y | The Secretary AGA has TORs covering Safety Manager responsibilities. Other committee members have been issued with their TORs. TORs are reviewed annually with the new review scheduled for 01 Nov 2020. |
| Are all Association members aware  of their health and safety responsibilities? How is this recorded? | Y | All Association Members participating at AGA events confirm as such by signing in for the competition – see participant declaration form at Annex E of the SMP. |

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| **SAFE PERSONS** | | |
| Is there a policy to determine how  sportsmen/women are ‘fit to participate’ for your sport? (med chit). How do you record this information? | Y | All Association Members participating at AGA events confirm as such on signing in for the competition - see participant declaration form at Annex E of the SMP. |
| **SAFE EQUIPMENT** | | |
| Does the Association use safety/protective equipment? | N | Not required |
| If so, does the Association have a  policy statement for equipment procurement? And equipment repair? | N | N/A |
| If so, does the Association have an Equipment List? | N | N/A |
| If so, does the Association have a Maintenance Log? | N | N/A |
| If so, is there a record of all personnel responsible for the maintenance of safety/protective equipment? | N | N/A |
| **SAFE PRACTICE (Supervision and Instruction/Coaching)** | | |
| Does the Association meet the levels of supervision when conducting sporting activity within National Governing Body regulations/guidelines? | Y | The AGA ensures that there are sufficient numbers of competition officials at all events. |
| Have Association members completed any specific induction training? | N | N/A |
| Have committee members received sufficient training (including refresher training) to carry out their roles? | Y | All committee members are SQEP as this is covered during the selection process. |
| **SAFE PLACE** | | |
| Are the risk assessors competent (either through training or experience)? | Y | The Secretary AGA has 30 years’ experience in managing and running Army sports events. All AGA officials have over 10 years individual experience officiating at AGA events. |
| Have generic Risk Assessments been carried out?  Are they current? | Y | Generic/specific risks dated Jul 2020, review scheduled for Nov 2020. |
| Have site specific Risk Assessments been carried out?  Are they current? | N | Will be carried out at event venues as required using a Dynamic Risk Assessment. |

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| Does the Association have a set  format (e.g. Daily Risk Assessment  or brief template) for conducting  Dynamic Risk Assessments? | Y | As shown at Annex C to the SMP. |
| Does the Association have an Emergency Plan? | Y | As shown at Annex D to the SMP. |
| Are incidents/accidents reported?  If so how? | Y | Using the Accident Reporting Form at Annex F to the SMP. |
| **REVIEW** | | |
| Does the Committee review key documents such as the SMP? | Y | Annually. |
| Does the Committee review risks? | Y | Annually. |
| Are these reviews effective? | Y | Additional scrutiny applied by Committee members adds rigour to the SMP. |

ANNEX B to

AGA SMP V2.0

Dated 18 MAR 21

**AGA RISK ASSESSMENT FROM - 18 MAR 2021**

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| **Key Guidance** This section provides a quick overview of some of the key concepts in Army risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.  **Hazard** is anything that may cause harm, e.g. working at height on a ladder.  **Risk** is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a ‘possible’ likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a ‘moderate’ impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.  **Dynamic Risk Assessment** compliments generic and specific risk assessment. Regardless of completing this AF 5010, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.  Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed | | | | **Likelihood (L)** | | **Multiplied by** | **Impact (I)** | **Equals** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Risk Score Calculation** | | | | | | | |  | | **Likelihood** | | | | | | **1** | **2** | **3** | **4** | **5** | | **I**  **m**  **p**  **a**  **c**  **t** | **5** | **5** | **10** | **15** | **20** | **25** | | 4 | **4** | **8** | **12** | **16** | **20** | | **3** | **3** | **6** | **9** | **12** | **15** | | **2** | **2** | **4** | **6** | **8** | **10** | | **1** | **1** | **2** | **3** | **4** | **5** | | |
| 1 – Remote / Rare  2 – Unlikely  3 – Possible  4 – Probable  5 – Highly Probable  (Almost Certain) | | 1 – Minor  2 – Moderate  3 – Major  4 – Severe  5 – Critical  *Note: impact number is unlikely to change with control measures* |
| **5 Step Process** | Step 1 – Identify the hazards | Step 2 – Decide who might be harmed and how | Step 3 – Evaluate the risks and decide  on precautions (control measures) | | Step 4 – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures | | | | | Step 5 – Review your risk assessment and update as necessary |

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| **Dept / Sub-Unit / Unit / Formation:** | **AGA Scotland vs ABF – 29 Oct 20 – Duddingston GC** | **Assessor (No, Rank, Name):** | No 561819 Rank Captain Name Watson |  |
| **Activity (SSW) / Exercise (SST):** | Participation in Army Golf | **Assessor’s signature:** | Electronically Signed |  |
| **Generic or Specific Risk Assessment:** | COVID-19 Specific | **Assessment Date:** | 15 Oct 20 |  |
| **Relevant Publications / Pamphlets / Procedures:** | ABN 095/2020, PHE Guidance/COVID-19 Advice Note 11 (Defence Guidance) & JSP 375, JSP 800, JSP660 | **Review Date** **for GRA** (Step 5)**:** | Annually (or as guidance changes) |  |

| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Activity / element**  (Step 1a) | **Hazards identified**  (Step 1b) | **Who or what might be harmed and how**, e.g.  • Military personnel - fatality  • Civ staff / contractors - injury  • General public - injury • Environment - spill(Step 2) | **Existing control measures**  (Step 3a) | **Assessment with  existing controls** | | | **Is residual risk acceptable in the context of risk appetite for the activity?  (Yes / No) – Refer to Risk Score Calculation above** *If Yes, move to column (n). If No, identify  additional controls* (Step 3e) | **Reasonable additional controls that can be implemented to reduce risk  to ALARP** (Step 3f) | **Reassessment with additional  control measures** | | | **List required action(s)  to instigate controls** (Step 3j) |
| **L  (1 to 5)** (Step 3b) | **I (1 to 5)** (Step 3c) | **Score  (L x I)** (Step 3d) | **L  (1 to 5)** (Step 3g) | **I (1 to 5)** (Step 3h) | **Score  (L x I)** (Step 3i) |
| 1 | Travel / MT environment | Vehicle Related incident, social distancing | Restricted parking space /one way circuit familiarity / pedestrian access | 1. MT drivers are to maintain PHE social distancing rules when working on Mil vehicles in accordance with DAN-19.  2. Pers with COVID Symptoms are NOT to travel to the and must stay at home (7 days isolation).  3. Pers living in housholds where COVID-19 symptoms exist, should NOT travel to the workplace and should stay at home (14 days isolation).  4. All white fleet and green fleet vehicles to be fully cleaned with anti bacterial wipes after use as per before/last parade checks.  5. All persons travelling in Mil vehicles are mandated to wear a face covering for the duration of the journey.  6. There is to be no private car sharing to this event. | 3 | 3 | 9 | No | All pers are to utilise ablutions and wash hands as frequently as is possible for at least 20 seconds, using soap and water.  All White/Green fleet vehicles to be supplied anti bacterial wipes and gel to prevent the spread of COVID-19.  The number of travellers need to be reduced as per Unit / Dept direction, dependant on type of vehicle | 2 | 3 | 6 | . |
| 2 | Accommodation | Multi day events, overnight accomdation prior to or post the event. | Military Personnel – Injuries/contamination. | 1. There are to be **no multi day events** **for the foreseeable future**. Individuals are to assess the distance to be travelled to and from the event and whether the travel and participation complies with extant transport policy. Where it does not they are advised not to enter.  2. Overnight accommodation for a one day event is also inadmissable.  3. Face coverings are to be worn in all indoor areas, accept whilst eating and drinking. | 2 | 2 | 4 | * Yes | The event organiser will assess distances on entry and advise accordingly. |  |  |  |  |
| 3 | Site safety / equipment safety | Venue area cleanliness | Military personnel | 1. All access routes for daily use.  2. Adhere to venue direction and restrictions.  3. Only use personal equipment, do not borrow or use anytrhing that does not belong to you.  4. Face Coverings are to be worn in all indoor areas. | 3 | 3 | 9 | No | Venue SD restrictions shall be incorporated into the online brief  . | 2 | 3 | 6 | . |
| 4 | Sickness developing at venue | Possible spread of infection from COVID-19 | Military personnel  Civilian Staff  ESS Staff  Amey Contractors | 1. Affected pers to stop activity immediatley and inform colleagues in their vincinity and whom they have come into contact with.  2. Notification to Committee members and venue host to ensure the cleaning of public areas.  3. Leave the venue and return home observe PHE Self isolation guidance.  4. If in doubt follow the Actions on Contamination advice wnclosed with the event Admin Instruction. | 3 | 3 | 9 | No | Deep clean of affected work areas.  SP with COVID-19 symptoms and self-isolate. | 2 | 3 | 6 |  |
| 5 | Local Lockdown and  Associate member Self Declaratoin | Not completed the FHP Brief prior to arrival at the venue. | Military Personnel – Injuries/contamination. | 1. If the event location falls part of a local COVID-19 lockdown, then you must report the matter to the AGA and SP participation will be reviewed.  2. SP are not to participate in this event if they will be travelling from, or are residing in, a government local lockdown area.  3. The event organiser will continue to monitor government guidance.  4. All participantes are to have completed the FHP Brief prior commencing play. Associate members of the AGA (Retired/Veteran) are to complete a self declaration form and hand it to the Event Organsier confirming they are free from infection, have not entered the country in the passed 14 days and no member of thir immediate family is currently in isolation. | 3 | 3 | 9 | Yes | All none military personnel entering the event are to be placed at the back of the flight list and grouped together accordingly. Serving military personnel are not to play in the same three or four ball as civilian players. | 2 | 2 | 4 | Notification at point of entry and the management of the flight list by the event organiser. |
| 6 | Personal Waste | Risk of COVID-19 Infection | Military personnel | All personnel are responsible for the disposable of all personal waste, placed in suitable provisions. | 3 | 3 | 9 | No | If no suitable disposal provisions, then waste should be taken home and disposed of accordingly. | 2 | 3 | 6 |  |
| 7 | Food / Beverages | Area SD measures | Military personnel | 1, All personnel are to ensure that they follow guidelines set out by the venue’s catering department and clubhouse direction.  2. Arrival 30min prior to tee off to receive pre match Breakfast where restrictions allow – in flight 4 balls only  3. Lunch – may be taken but only in flight 4 balls as restriction allow and on the move if the event consists of two rounds of golf.  4. Face coverings must now be worn when entering any indoor area. | 3 | 3 | 9 | No | Venue SD & catering restrictions shall be incorporated into the online brief  . | 2 | 3 | 6 |  |
| 8 | Golf Competition/Event | Flagsticks | Military Personnel – Injuries/contamination. | Common contact point for all players when putting out or retrieving a ball from hole cup. | 1 | 2 | 2 | Yes | Golfers have Been instructed not to remove the flags from the hole cups, to putt out with the flag in place at all times.  Flag sticks are decontaminated by staff on a regular basis. | 1 | 1 | 1 |  |
| 9 |  | Hole Cups |  | Common contact point for all players when retrieving a ball from hole cup. | 1 | 2 | 2 | Yes | The depth of the hole cup has been shallowed so that golf balls can be retrieved without physical contact of the hole cup.  Hole cups are removed and decontaminated by staff on a regular basis. | 2 | 1 | 2 |  |
| 10 |  | Ball washers |  | Common contact point for all players when cleaning a golf ball. | 1 | 1 | 1 | Yes | Covered and made unavailable for use |  |  |  |  |
| 11 |  | Bunker Rakes |  | Common contact point for all players when raking a bunker after having played out. | 1 | 1 | 1 | Yes | Removed from the golf course till further notice. |  |  |  |  |
| 12 |  | Divot Boxes |  | Common contact point for all players to repair divots on tees | 1 | 1 | 1 | Yes | Removed from the golf course till further notice. |  |  |  |  |
| 13 |  | Gates |  | Common contact point for all players when opening and closing | 2 | 2 | 4 | Yes | Gates will where possible be left open during working hours. Gates will be decontaminated by staff on a regular basis. | 1 | 2 | 2 |  |
| 14 |  | Benches and Seats |  | Common contact point for all players if resting or waiting between playing holes. | 2 | 1 | 2 | Yes | Taped up to prevent use. | 1 | 1 | 1 |  |
| 15 |  | Handrails |  | Common contact point for all players when walking up elevated tee stairs or crossing bridges | 2 | 3 | 6 | Yes | Handrails to Half Way House or on any banked tee boxes or bridges etc are taped off and out of use. | 2 | 2 | 4 |  |
| 16 |  | Keypads and Security |  | Common point of contact when entering the clubhouse and locker room. | 3 | 3 | 9 | Yes | Where swipe pads cannot be used, essential doors will be left open if members of staff are in attendance.  Where this cannot be achieved essential security doors will be  cleaned with disinfectant on a regular basis. | 2 | 2 | 4 |  |
| 17 |  | Other Clubhouse  Doors |  | Common point of contact when moving through the clubhouse. | 3 | 3 | 9 | Yes | A clearly visible sign placed at entry points restricting entry only to essential staff for administrative purposes.  Door handles and contact points will be decontaminated on a regular basis. | 2 | 2 | 4 |  |
| 18 |  | Pro Shop Doors |  | Common point of contact when moving through the clubhouse. | 3 | 3 | 9 | Yes | A disinfectant spray and paper towels will be left outside the pro shop door at all times.  Sanitising hand gel will be left outside the Pro Shop door at all times. | 2 | 2 | 4 |  |
| 19 |  | Hire Buggies |  | Point of contact when hired | 1 | 1 | 1 | Yes | Removed from service until further notice. |  |  |  |  |
| 20 |  | Hire Trolleys |  | Point of contact when hired | 1 | 1 | 1 | Yes | Removed from service until further notice. |  |  |  |  |
| 21 |  | Pro Shop General  Areas |  | Common point of contact | 3 | 2 | 6 | Yes | Customers will be informed not to touch retail goods unless they intend to purchase. | 2 | 2 | 4 |  |
| 22 |  | Pro Shop Counter |  | Common point of contact | 3 | 2 | 6 | Yes | The number of people permitted to be in the pro shop will be restricted to enable social distancing and two-metre segregation. | 2 | 2 | 4 |  |
| 23 |  | Pro Shop Counter |  | Common point of contact | 3 | 2 | 6 | Yes | The contactless payment system only will be used with no handling of cash.  Counter staff will have access to hand sanitiser at all times or will wear nitrile gloves.  A protective screen is in place to segregate counter staff and  user of the Pro shop at all times.  Where this cannot be done shop assistants will wear a face shield or a face mask at all times. | 1 | 2 | 3 |  |
| 24 |  | Other Golfers |  | Players making contact shaking hands, embracing, standing next to each other.  Being in close proximity where one player can contaminate another with exhalation of pathogen bearing droplets. | 3 | 3 | 9 | Yes | All players Have been issued with strict guidelines on revised golf course etiquette and social behaviour  Greenstaff will plan work to avoid contact and observe good social distancing at all times.  See Safe Golf Guide | 2 | 2 | 4 |  |
| 25 |  | Greenstaff |  | Players coming into close contact with greenstaff. | 2 | 3 | 6 | Yes |  | 2 | 2 | 4 |  |
| 26 |  | Clubhouse Staff |  | Players coming into close contact with other members of staff. | 3 | 3 | 9 | Yes |  | 2 | 2 | 4 |  |
| 27 |  | Pro Shop Staff |  | Players coming into close contact with Pro shop staff. | 2 | 2 | 4 | Yes |  |  |  |  |  |
| 28 |  | Visitors and  Deliveries |  | Players coming into close contact with clubhouse visitors or delivery staff. | 2 | 2 | 4 | Yes |  |  |  |  |  |
| 29 |  | Members of the  Public |  | Players coming into close contact with members of the public on the golf course. | 3 | 3 | 9 | Yes |  | 2 | 2 | 4 |  |

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| --- | --- | --- | --- | --- |
| **Authorising Officer / Warrant Officer (at unit level)** | **No, Rank, Name** | **Post** | **Date** | **Signature** |
| **Existing and additional controls agreed** | No 561819 Rank Captain Name Watson | Sec AGA Scotland | 15 Oct 20 | Oringal Signed |
| **Where risk is elevated up the CoC, CO to confirm additional controls implemented** |  |  |  |  |

**NOTES**

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| **Risk = Likelihood x Impact**   |  |  |  | | --- | --- | --- | | **Likelihood** | | **Definition** | | **5** | **Highly Probable  (Almost Certain)** | Is expected to occur in most circumstances | | **4** | **Probable** | Will probably occur at some time, or in most circumstances | | **3** | **Possible** | Fairly likely to occur at some time, or some circumstances | | **2** | **Unlikely** | Is unlikely to occur, but could occur at sometime | | **1** | **Remote / Rare** | May only occur in exceptional circumstances |  |  |  |  | | --- | --- | --- | | **Impact** | | **Definition (Health Safety and Environment)** | | **5** | **Critical** | * Multiple fatalities or permanent, life changing injuries. * Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. * Multiple incidents causing a major environmental impact. | | **4** | **Severe** | * A single death or multiple life-threatening injuries. * Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. * Single incident causing a major environmental effect or multiple incidents causing significant effect. | | **3** | **Major** | * Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. * Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. * Single incident causing significant environmental impact. | | **2** | **Moderate** | * Multiple injuries requiring first aid. * Moderate damage to an area, and that can be remedied internally. * Multiple incidents causing minor environmental effect. | | **1** | **Minor** | * An Injury requiring first aid * Limited short-term damage to an area of low environmental significance/ sensitivity * Incidents causing minor environmental impacts | | **Step 5 -** Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:  • where required by local instructions/procedures;  • if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;  • if there is reason to doubt the effectiveness of the assessment.  • following an accident or near miss.  • following significant changes to the task, process, procedure, equipment, personnel or management.  • following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).   |  |  |  | | --- | --- | --- | | **Risk Management** | | | | **Risk Rating** | **Authorisation** | **How Risk should be managed** | | **1 – 3 (Very Low)** | **OC** | **Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite. | | **4 – 9 (Low)** | **CO** | | **10 – 12**  **(Medium)** | **OF5 /  1\* Bde HQ** | **Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same. | | **15 – 16 (Medium to High)** | **2\* Div HQ** | **Requires active management** – review of desired outcome with additional resources or change to output requirements. | | **20 (High)** | **3\* – HQ HC & FA** | **Contingency plans** may suffice together with limited risk mitigations to achieve risk ALARP and tolerable. | | **25 (Very High)** | **4\* – CGS, Army HQ** | **Operational capability** where the required outcome impacts on defined military capability. | |



ANNEX C to

AGA SMP V2.0

Dated 18 MAR 21

**Dynamic Risk Assessments**

Army Golf is a low risk sporting activity but there will be occasions when environment/weather conditions need to be taken into consideration. The AGA Daily Risk Assessment Proforma is to be used at all events to record a dynamic risk assessment that supplements the existing Army Golf risk assessments shown in Annex B. Guidance material and the Proforma can be found below. Where required, event organisers should support their assessment with information provided by local subject matter experts i.e. Golf Club Secretary/Course Marshall.

**Risk Assessment Scoring Guide**

***Local Weather***

|  |  |  |
| --- | --- | --- |
| **Points** | **Code** | **Description** |
| 1 | Good/Fine | Calm weather conditions which will not impede the activity. |
| 2 | Changeable | Weather conditions such as rain, increased winds or changes in ambient temperature which may affect activity. |
| 6 | Adverse | Weather conditions that are likely to affect activity, such as thunder and lightning, high winds or large changes in ambient temperature (hot and cold). Weather conditions combined with certain environmental conditions such as humidity, wind chill and wet ground must be considered. |
| 12 | Extreme | Extremely poor weather conditions which will affect the activity, will increase the risk of cold or heat related injury/illness. |

***Environmental Conditions***

|  |  |  |
| --- | --- | --- |
| **Points** | **Code** | **Description** |
| 1 | Comfortable | Environmental conditions that do not hinder the activity in any way. |
| 2 | Uncomfortable | Environmental conditions that may impede activity progress in some way. Competitors fee the effect of wind chill, heat etc. |
| 8 | Demanding | Competitors will require being dressed adequately for the conditions and upon stopping activity (waiting to play) will feel the cold immediately and/or exposure to heat and sun. |
| 12 | Hostile | Extremely poor conditions which will almost certainly affect the activity or will increase the risk of cold/heat related injury/illness. Mitigations must be in place under such conditions. |

***Hazards***

|  |  |  |
| --- | --- | --- |
| **Points** | **Code** | **Description** |
| 1 | Nil | Other than natural/man made golf hazards (lakes, bunkers etc) there are no extra obstacles.  A safe golf course that presents no additional hazards to those designed in the course. |
| 4 | Minor | Wet ground under foot, some ground under repair (GUR) which may include water in bunkers. |
| 8 | Major | Flooding in places, significant areas of GUR. Particular attention should be paid to the use of buggies and appropriate footwear. |
| 12 | Hazardous | An additional obstacle presents a ‘risk to life’ that the organiser must carefully control. AGA event organisers are to consult with the golf club ruling that the competition should not go ahead. |

ANNEX D to

AGA SMP V2.0

Dated 18 MAR 21

**AGA Event Dynamic/Daily Risk Assessment Proforma**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EVENT** | |  | | | **ORGANISER** | | |  | |
| **COURSE** | |  | | | **DATE** | | |  | |
| **DAILY ORGANISATION** | | | **DESCRIPTION OF WEATHER CONDITIONS** | | | | **NUMBER OF PARTICIPANTS** | | |
|  | | |  | | | |  | | |
| **NOMINATED COACHES/LEADERS (Enter ‘NONE’ if in competition)** | | |
|  | | |
|  | | |
| **AGA EVENT DAILY RISK ASSESSMENT**  To be recorded and held by the event organiser (photos of the assessment can be filed via Sec AGA) | | | | | | | | | **RISK FACTOR** |
| Course Condition |  | Local  Weather |  | Environmental  Conditions |  | Course Hazards  (GUR) |  | TOTAL  SCORE | RISK  GRADE |
| Dry | **2** | Good/Fine | **1** | Comfortable | **1** | Nil | **1** | **7-13** | **LOW** |
| Wet | **4** | Changeable | **2** | Uncomfortable | **2** | Minor | **4** | **14-23** | **MED** |
| Hazardous | **8** | Adverse | **6** | Demanding | **8** | Major | **8** | **24-40** | **HIGH** |
| Unplayable | **16** | Extreme | **12** | Hostile | **12** | Hazardous | **12** | **41-68** | **VERY HIGH** |

Risk Factor: \_\_\_\_\_\_\_\_\_\_\_\_\_ Event Organiser’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AGA Chairman Additional Comments\* - Any Risk estimate of HIGH or above must have a comment by the AGA Chairman**

|  |  |
| --- | --- |
| **COMMENTS/ADVICE/MEASURES** | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

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| --- | --- | --- | --- | --- | --- |
| EVENT  ORGANISER’S  NAME |  | EVENT  ORGANISER’S  SIGNATURE |  | INSTRUCTOR’S  SIGNATURE  (If applicable and additional measures agreed) |  |

\* Multi Organiser event; lead organiser to authorise.

ANNEX E to

AGA SMP V2.0

Dated 18 MAR 21

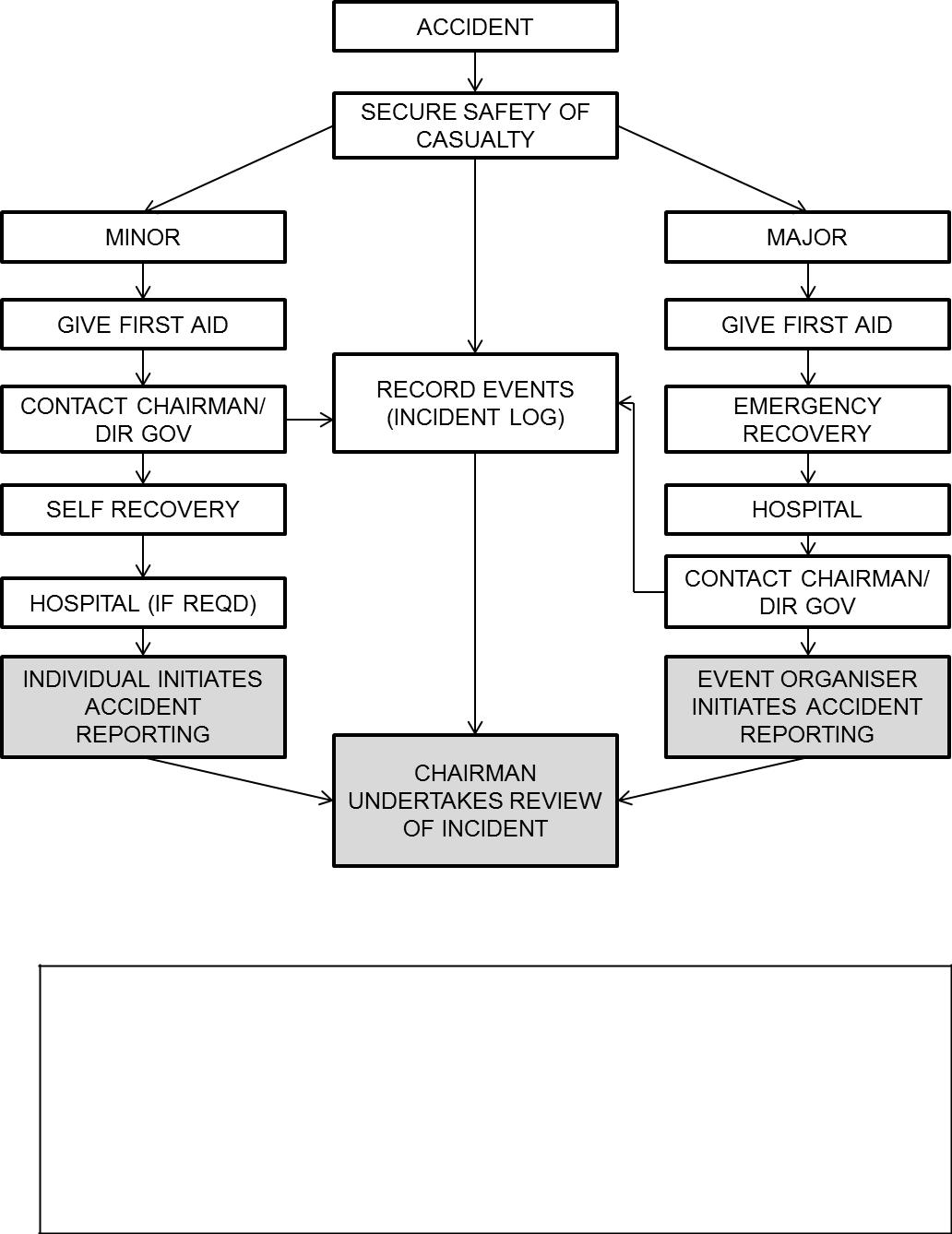
**AGA Emergency Action Plan**

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| **Event** | **Action** |
| Injury sustained in clubhouse | Treat according to first aid protocols. Evacuate for medical assistance if required. |
| Injury sustained on golf course | Event Organiser/Venue Support Staff; priority – isolate casualty from cold/heat by taking cover. Where possible help to recover casualty to clubhouse.  Event organiser – render assistance as required. Coordinate assistance from clubhouse and medical emergency services as required. |
| Road Traffic Collision | Contact Emergency Services.  Contact Event Organiser at earliest opportunity.  Event Organiser to inform AGA Chairman iaw the details highlighted in the AIM Flow Diagram |

Actions required of Event Organiser:

* Identify nearest hospital
* Identify golf course first aider and first aid kit
* Obtain postcode of golf club

**AGA Incident Management Flow Diagram**

****

**ESSENTIAL CONTACT NUMBERS**

**Chairman:** +44 7901 114664

**Sport, Safety and Assurance:** +44 7720 204173

**Joint Casualty and Compassionate Centre** (**JCCC**) provides a focal pointfor casualty administration and notification**:** +44 1452 712612 Ext 7325

ANNEX F to

AGA SMP V2.0

Dated 18 MAR 21

**Participant Declaration**

Reference:

1. JSP 419 (Chapter 1-6 Para 30)
2. Prior to starting the competition all players have confirmed that they are aware of their health and safety responsibilities and have declared themselves fit to participate.

|  |  |  |  |  |  |  |
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| **Region** | |  | |  |  |  |
| **Date** | |  | |  |  |  |
| **Location** | |  | |  |  |  |
|  |  |  | |  |  |  |
| **Srl** | **Service No** | **Rank** | | **First Name** | **Surname** | **AGA No.** |
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| Organisers Declaration: | | | |  |  |  |
|  |  |  | |  |  |  |
| I confirm that everyone listed on this nominal roll has undertaken a COVID-19 FHP Brief prior to  attending this event. | | | | | | |
|  |  |  |  | |  |  |
| Electronically Signed | | |  | |  |  |
| Event Organiser’s Name | | |  | |  |  |

ANNEX G to

AGA SMP V2.0

Dated 18 MAR 2021

**Accident Reporting**

**Guidance**

1. Service and MOD civilians are responsible for informing their Line Manager immediately of any accident, injury, dangerous occurrence or work/duty related disease suffered by them whilst on duty. Any accidents that occur whilst participating in AGA events must be reported through parent units.
2. Line Managers are responsible for informing their Unit Safety Health Environment Advisor (SSHEA) immediately of any incident. Employees should then complete the Form 510. If the individual is unable to do so in person a third party may complete it on their behalf. In addition, a continuation form for witness statements can be completed as required. All forms must be sent to the SSHEA department within 3 working days. However, if the accident is serious the SSHEA Department should be informed immediately, and the completed forms should be returned to the parent unit SSHEA department as soon as possible.
3. To support the on-going development of the AGA SMP and associated risk assessments, near misses should be reported to the Secretary AGA Only report Near Misses if there was a ‘lucky escape’. Cuts and bruises do not normally need to be recorded.